

ATTENDANCE REPORT FOR CONSULTANTS AND EXPERTS

1. NAME <i>(Last, First, Middle Initial)</i>	2. DIVISION	3. ROOM NUMBER	4. PHONE NUMBER
5. NATURE OF WORK <i>(Sub-group meeting, meeting, preparation of reports, etc.)</i>		6. PAY PERIOD <i>(Dates covered) (YYMMDD)</i>	
		a. FROM	b. TO

7. ATTENDANCE RECORD

INSTRUCTIONS

DAY AND DATE - Show the date of the month in the space below the day of the week.

DUTY STATUS - Enter number of hours worked for each day on which duty was performed.

ANNUAL AND SICK LEAVE - Employees entitled to earn leave will show the periods of absence on annual or sick leave by recording the number of hours absent and the symbols "A" or "S" in box c.

	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)	(10)	(11)	(12)	(13)	(14)
a. DAY DATE	SUN	MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT
b. DUTY STATUS														
c. NUMBER OF HOURS A = ANNUAL LEAVE S - SICK LEAVE														

8. EMPLOYEE WILL SIGN CERTIFICATE BELOW AND FORWARD TO HEAD OF OFFICE FOR WHICH WORK WAS PERFORMED.

I certify that I performed duty on the days indicated and that payment is due me.

9. APPROVAL OF OFFICE FOR WHICH WORK WAS PERFORMED Certified as correct and approved for payment.

a. SIGNATURE	
a. EMPLOYEE SIGNATURE	b. DATE SIGNED
b. TITLE	c. DATE SIGNED

DEFINITIONS

CONSULTANT - Individual possessing uncommon, special, current knowledge or skill in a broad area, combined with extensive experience in the application of such knowledge in operational settings, who provides advice and recommendations to an OSD Component, but neither performs nor supervises the performance of operating functions.

EXPERT - Individual possessing uncommon, special, current knowledge or skill in a particular field who provides information and opinions to an OSD Component.